

# County Connection

2477 Arnold Industrial Way    Concord, CA 94520-5326    (925) 676-7500    countyconnection.com

## ADMINISTRATION & FINANCE COMMITTEE

### MEETING AGENDA

Wednesday, October 1, 2025

9:00 a.m.

The A&F Meeting will be held in-person at:  
County Connection Administration Office  
2477 Arnold Industrial Way  
3<sup>rd</sup> Floor Conference Room  
Concord, CA 94520

1. Approval of Agenda
2. Public Communication
3. Selection of Chair
4. Approval of Minutes of September 3, 2025\*
5. Caltrans Master Agreement and Program Supplements for Solar Project - TIRCP Cycle 7\*  
(Staff requests the Administration and Finance committee forward the authorization of the Sustainable Transportation Planning Grant award to the Board of Directors for approval.)
6. Preliminary Income Statements for the Fiscal Year Ended June 30, 2025\*  
(Staff recommends that the A&F Committee accept the report and provide the update to the Board.)
7. Review of Vendor Bills, August 2025\*\*
8. Approval of Legal Services Statement, August 2025 General\*\*
9. Next Scheduled Meeting – November 5, 2025
10. Closed Session: Conference with Legal Counsel – Existing litigation  
Pursuant to Government Code Section 54956.9(a)  
Daniel Marling v. CCCTA
11. Adjournment

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\*Enclosure

\*\*Enclosure for Committee Members

\*\*\*To be mailed under separate cover

\*\*\*\*To be available at the meeting.

FY2025/2026 A&F Committee

Laura Hoffmeister-Concord, Don Tatzin-Lafayette, Sue Noack-Pleasant Hill

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez  
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

## General Information

Public Comment: If you wish to address the committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the committee and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

Consent Items: All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be made available for public inspection by posting them to County Connection's website at [www.countyconnection.com](http://www.countyconnection.com). The agenda and enclosures for this meeting are posted also on our website at [www.countyconnection.com](http://www.countyconnection.com).

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service, or alternative format requested at least two days before the meeting. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or [hill@cccta.org](mailto:hill@cccta.org). Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

### Currently Scheduled Board and Committee Meetings

Board of Directors:	October 16, 9:00 a.m., County Connection Board Room 2477 Arnold Industrial Way, Concord, CA 94520
Administration & Finance:	Wednesday, November 5, 9:00 a.m., County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, CA
Advisory Committee:	TBA. Location TBD
Marketing, Planning & Legislative:	Thursday, October 2, 8:30 a.m., Supervisor Andersen Office 3338 Mt. Diablo Blvd, Lafayette, CA
Operations & Scheduling:	Friday, October 3, 8:00 a.m., City of Pleasant Hill, 100 Gregory Lane, Pleasant Hill. CA

**The above meeting schedules are subject to change. Please check the County Connection Website ([www.countyconnection.com](http://www.countyconnection.com)) or contact County Connection staff at 925/676-1976 to verify date, time, and location.**

**This agenda is posted on County Connection's Website ([www.countyconnection.com](http://www.countyconnection.com)) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California**

**Summary Minutes  
Administration & Finance Committee**

**County Connection Administration Office  
2477 Arnold Industrial Way  
3<sup>rd</sup> Floor Conference Room  
Concord, CA 94520**

**Wednesday, September 3<sup>rd</sup>, 2025 @ 9:00 a.m.**

**Directors:** Sue Noack, Jim Diaz, Don Tatzin  
**Staff:** Bill Churchill, Ruby Horta, Amber Johnson, Andy Smith, Kyle Boehm, Karol McCarty

**Call to Order:** Meeting called to order at 9:02 a.m. by Director Noack.

**1. Approval of Agenda**

The Committee approved the agenda.

**2. Public Communication**

None.

**3. Approval of Minutes of July 2, 2025**

The Committee approved the minutes.

**4. Investment Report as of June 30, 2025**

Ms. Johnson presented the quarterly investment report which includes the type of investment, issuer, date of maturity, par, and dollar amount of investments. The detailed quarterly report, which includes balances by bank account and with recent historical data, was also presented. Ms. Johnson affirmed that the Authority has the ability to meet projected cash flow of expenditures for the next six months.

This was an information only item.

**5. Sustainable Transportation Planning Grant Award – FY 2025-26**

Mr. Boehm reported that the Authority has applied for a FY 2025-26 Caltrans Sustainable Transportation Planning Grant and has been awarded the Sustainable Communities Competitive

category grant. The \$242 thousand grant will fund the Transit Connectivity and Bus Stop Design Guidelines project which will establish standards, policies, and strategies to improve the Authority's bus stops. Guidelines will enhance multimodal access by improving pedestrian and bicycle connectivity, streamlining the design for quicker implementation, and improving bus speeds and service reliability. The plan will develop conceptual designs, funding strategies, and cost estimates for priority stop.

The Authority will receive \$242 thousand from Caltrans and provide an 11.47% local match of \$31,354 provided with TDA funds and staff time, resulting in a total project grant of \$273,354. This item will be forwarded to the Board for approval.

## **6. Triennial Overview and Update**

Ms. Horta updated the committee on the progress of the 2025 triennial review performed by Federal Transit Administration (FTA). Although the review is not yet complete, there were two minor notations by the reviewers which have been addressed. There is one, potential deficiency still being discussed with the FTA that relates to fare-free routes. Once the review has concluded, the information will be shared with the committee.

## **7. Review of Vendor Bills, June and July 2025**

The Committee reviewed the vendor bills for June and July 2025.

## **8. Approval of Legal Services Statement, June and July 2025 General and Labor**

The Committee approved the legal services statements for June and July 2025 General and Labor.

## **9. Next Scheduled Meeting**

The next meeting is scheduled for Wednesday, October 1<sup>st</sup> at 9:00 a.m.

## **10. Adjournment**

The meeting was adjourned at 9:37 a.m.

Minutes prepared and submitted by: Karol McCarty, Manager of Accounting

## Agenda Item # 5

**To:** Administration and Finance Committee

**Date:** September 24, 2025

**From:** Kyle Boehm, Grants Administrator

**Reviewed by:** AMS

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**SUBJECT: Caltrans Master Agreement and Program Supplements for Solar Project - TIRCP Cycle 7**

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### **Background:**

County Connection applied for and was awarded \$15,950,000 under the California State Transportation Agency (CalSTA) Transit and Intercity Rail Capacity Project to fund the Solar Supported Zero Emission Vehicle Fleet and Service Modernization Project (Solar Project). The grant application requested funding for installation of solar panels over the County Connection bus yard, with the intent to charge and support the purchase of additional zero emission vehicles over the next five years and beyond. The solar project will reduce County Connection's reliance on grid power for the fueling of the future zero emission fleet and will enhance the facility's resilience against future power grid disruptions.

To receive funding, Caltrans requires County Connection's approval of a Master Agreement and a board resolution authorizing the General Manager or their designee to enter into agreement with Caltrans. The Master Agreement is effective for 10 years upon final signature. In the future, a Program Supplement that will provide a project-specific subcontract to the Master Agreement and will include all Project specific information needed to encumber funding and shall include expected outcomes and deliverables, will also require approval.

### **Financial Implications:**

County Connection will eventually receive \$15,950,000 from TIRCP Cycle 7, however, there are no immediate fiscal implications for approving the Master Agreement.

### **Recommendation:**

Staff recommends the Administration and Finance Committee name and authorize the General Manager and Assistant General Manager or their designees to enter into contract on behalf of County Connection for Master Agreement No. 64CCCTAMA2025 for the California State Transportation Agency Transit and Intercity Rail Capital Program administered by the California Department of Transportation.

### **Action Requested:**

Staff requests the Administration and Finance committee forward the authorization for Master Agreement No. 64CCCTAMA2025 for the California State Transportation Agency Transit and Intercity Rail Capital Program administered by the California Department of Transportation to the Board of Directors for approval.

**Attachments:**  
None

**Agenda Item # 6**

**To:** Administration & Finance Committee

**Date:** September 25, 2025

**From:** Amber Johnson, Chief Financial Officer

**Reviewed by:** *W.C.*

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**SUBJECT: Income Statements for the Fiscal Year Ended June 30, 2025**

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**Background:**

The quarterly income statement report is an opportunity for the Committee to review the Authority's financial status and ensure fiscal and operational accountability.

**Summary:**

The unaudited County Connection Income Statements for Fiscal Year (FY) 2025 are presented for review. While staff are finalizing year-end adjustments in coordination with the annual financial audit, sufficient information is available to provide the Committee with a preliminary year-end report.

Actual revenues and expenses are presented as compared to the adopted budget. Combined revenues totaled \$51.6 million (Schedule 1), representing 93.6% of the \$55.1 million budget. This includes an estimated \$1.5 million in revenue available for transfer to the Authority's discretionary reserve fund. Combined expenses for fixed route and paratransit services were \$50 million, or 91.6% of the of the \$54.7 million budget.

**Fixed Route:**

Schedule 2 presents fixed route revenues and expenses. Revenues for the period were \$39.7 million, or 92.4% of the total budget. Expenses were \$38.1 million, or 89.8% of the total budget.

Fare revenue includes passenger payments, contributions from organizations replacing fares, and general operating assistance. Actual fare revenue exceeded budget estimates by \$500 thousand. Federal operating revenue came in lower than budgeted, as it is collected on a reimbursement basis and the related project did not fully expend its budgeted amount. Discretionary revenue sources—advertising and investment income—outperformed expectations, contributing to the estimated \$1.5 million transfer to reserves.

Wages and benefits remain the primary driver of the expense budget, utilizing 92.5% of the annual allocation. Ongoing vacancies contributed to savings in this category. Additional savings were realized in services and materials. Lower-than-expected costs for legal fees, engine repair services, and grant-funded planning studies resulted in 62% utilization of the services budget. Fuel expenses were also under budget, with 87% of allocated funds expended.

**Paratransit:**

Schedule 3 presents paratransit revenues and expenses. Expenses for the period totaled \$11.9 million, or 97.9% of the total budget. TDA revenue was used as needed, resulting in revenues that match expenses.

Paratransit fare revenue exceeded the budget estimate of \$445 thousand, with \$581 thousand collected—130.5% of budget. Measure J revenue also exceeded expectations by \$620 thousand. Fees from partner agencies varied from budgeted amounts but are tied to expenditures and have a net-zero impact on the Authority's budget.

Purchased transportation is the primary cost driver for paratransit. Expenditures for the Authority's service utilized 98.6% of the amended budget. Partner-operated services were budgeted separately and utilized 100.1% of the budget.

**Statistics:**

Schedule 4 provides comparative statistics for FY 2025, FY 2024, and FY 2023.

- Fixed Route:
  - Farebox recovery ratio stabilized at 9.9% in FY 2025, compared to 9.5% in FY 2024 and 9.9% in FY 2023.
  - Cost per passenger remained steady at \$13.99.
  - Passenger counts increased 12.5% from FY 2023 to FY 2025, while revenue hours rose only 1%, indicating growing demand.
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- Paratransit:
  - Farebox recovery improved from 5.5% in FY 2023 to 6.7% in FY 2025.
  - Cost per passenger rose from \$70.14 in FY 2023 to \$119.44 in FY 2025, driven by increased demand and reduced productivity (passengers per vehicle hour).
  - Staff continues to monitor expenditures and collaborate with the contractor to improve efficiency.

**Financial Implications:**

There are no financial implications associated with this report.

**Recommendation:**

Staff recommends that the A&F Committee review and approve the report.

**Action Requested:**

Staff requests that the A&F Committee accept the report and provide the update to the Board.

**Attachments:**

Attachment 1: CCCTA Income Statements for FY2025 Q4 (Schedules 1 through 4)

**County Connection**  
**COMBINED Income Statement - Actual vs Budget**  
**For Year to Date Through 6/30/2025**

	Y-T-D Actual	Annual Budget	Variance	% Budget
<b>REVENUES</b>				
Passenger Fares	3,572,848	2,974,500	598,348	120.12%
Special Service Revenue	1,019,703	966,978	52,725	105.45%
Total Fare Revenue	4,592,551	3,941,478	651,073	116.52%
Federal Operating	1,756,980	2,040,376	(283,396)	86.11%
State Transit Assistance	7,727,826	7,727,826	0	100.00%
BART Feeder Funds	820,003	820,003	0	100.00%
Other State Grants	371,460	300,000	71,460	123.82%
TDA Article 4.0	21,762,790	27,613,209	(5,850,419)	78.81%
TDA Article 4.5	1,079,292	1,079,293	(1)	100.00%
Measure J Sales Tax	8,972,266	8,500,000	472,266	105.56%
Other Local Grants and Charges	239,981	245,503	(5,522)	97.75%
Total Federal-State-Local Revenue	42,730,598	48,326,210	(5,595,612)	88.42%
Advertising Income	279,312	200,000	79,312	139.66%
Investment and Misc Income	1,604,534	271,000	1,333,534	592.08%
Total Other Revenue	1,883,846	471,000	1,412,846	399.97%
Fare Revenue - LAVTA	29,348	34,175	(4,827)	85.88%
LAVTA Fees	1,743,964	1,970,940	(226,976)	88.48%
Fare Revenue - One Seat Partners	36,056	0	36,056	0.00%
One Seat Ride Fees	574,025	375,785	198,240	152.75%
Go San Ramon Fees	5,732	5,000	732	114.64%
Total Paratransit Partners	2,389,125	2,385,900	3,225	100.14%
<b>TOTAL REVENUE</b>	<b>51,596,120</b>	<b>55,124,588</b>	<b>(3,528,468)</b>	<b>93.60%</b>
<b>EXPENSES</b>				
Wages	16,962,321	18,628,353	(1,666,032)	-91.06%
Fringe Benefits	13,207,963	13,982,486	(774,523)	-94.46%
Total Wages & Benefits	30,170,284	32,610,839	(2,440,555)	-92.52%
Services	2,703,019	4,033,150	(1,330,131)	-67.02%
Materials and Supplies	3,197,140	3,667,700	(470,560)	-87.17%
Utilities	503,339	455,000	48,339	-110.62%
Insurance	1,423,589	1,358,173	65,416	-104.82%
Taxes	364,931	434,400	(69,469)	-84.01%
Leases and Rentals	84,195	70,000	14,195	-120.28%
Miscellaneous	261,333	376,250	(114,917)	-69.46%
Purchased Transportation	8,967,790	9,283,176	(315,386)	-96.60%
Total Other Operating (non-wages)	17,505,336	19,677,849	(2,172,513)	-88.96%
Purchased Transp - Partners	2,389,125	2,385,900	3,225	-100.14%
<b>TOTAL EXPENSES</b>	<b>50,064,745</b>	<b>54,674,588</b>	<b>(4,609,843)</b>	<b>-91.57%</b>
Excess Revenue Over (Under) Expenditures	1,531,375	450,000	1,081,375	340.31%

**County Connection**  
**Fixed Route Income Statement - Actual vs Budget**  
**For Year to Date Through 6/30/2025**

	Y-T-D Actual	Annual Budget	Variance	% Budget
<b>REVENUES</b>				
Passenger Fares	2,991,881	2,529,200	462,681	118.29%
Special Service Revenue	798,401	744,072	54,329	107.30%
Total Fare Revenue	3,790,282	3,273,272	517,010	115.79%
Federal Operating	166,604	450,000	(283,396)	37.02%
State Transit Assistance	6,690,946	6,690,946	0	100.00%
BART Feeder Funds	820,003	820,003	0	100.00%
Other State Grants	371,460	300,000	71,460	123.82%
TDA Article 4.0	19,614,755	24,453,982	(4,839,227)	80.21%
Measure J Sales Tax	6,353,000	6,500,000	(147,000)	97.74%
Other Local Grants and Charges	0	10,000	(10,000)	0.00%
Total Federal-State-Local Revenue	34,016,768	39,224,931	(5,208,163)	86.72%
Advertising Income	279,312	200,000	79,312	139.66%
Investment and Misc Income	1,604,534	271,000	1,333,534	592.08%
Total Other Revenue	1,883,846	471,000	1,412,846	399.97%
<b>TOTAL REVENUE</b>	<b>39,690,896</b>	<b>42,969,203</b>	<b>(3,278,307)</b>	<b>92.37%</b>
<b>EXPENSES</b>				
Wages	16,646,563	18,288,470	(1,641,907)	-91.02%
Fringe Benefits	12,987,371	13,743,233	(755,862)	-94.50%
Total Wages & Benefits	29,633,934	32,031,703	(2,397,769)	-92.51%
Services	2,558,940	3,808,150	(1,249,210)	-67.20%
Materials and Supplies	3,190,925	3,663,700	(472,775)	-87.10%
Utilities	441,873	395,000	46,873	-111.87%
Insurance	1,407,007	1,340,000	67,007	-105.00%
Taxes	364,931	434,400	(69,469)	-84.01%
Leases and Rentals	84,195	70,000	14,195	-120.28%
Miscellaneous	258,117	366,250	(108,133)	-70.48%
Purchased Transportation	219,599	410,000	(190,401)	-53.56%
Total Other Operating (non-wages)	8,525,587	10,487,500	(1,961,913)	-81.29%
<b>TOTAL EXPENSES</b>	<b>38,159,521</b>	<b>42,519,203</b>	<b>(4,359,682)</b>	<b>-89.75%</b>
Excess Revenue Over (Under) Expenditures	1,531,375	450,000	1,081,375	340.31%

**County Connection**  
**Paratransit Income Statement - Actual vs Budget**  
**For Year to Date Through 6/30/2025**

	Y-T-D Actual	Annual Budget	Variance	% Budget
<b>REVENUES</b>				
Passenger Fares	580,967	445,300	135,667	130.47%
Special Service Revenue	221,302	222,906	(1,604)	99.28%
Total Fare Revenue	802,269	668,206	134,063	120.06%
Federal Operating	1,590,376	1,590,376	0	100.00%
State Transit Assistance	1,036,880	1,036,880	0	100.00%
TDA Article 4.0	2,148,035	3,159,227	(1,011,192)	67.99%
TDA Article 4.5	1,079,292	1,079,293	(1)	100.00%
Measure J Sales Tax	2,619,266	2,000,000	619,266	130.96%
Other Local Grants and Charges	239,981	235,503	4,478	101.90%
Total Federal-State-Local Revenue	8,713,830	9,101,279	(387,449)	95.74%
Fare Revenue - LAVTA	29,348	34,175	(4,827)	85.88%
LAVTA Fees	1,743,964	1,970,940	(226,976)	88.48%
Fare Revenue - One Seat Partners	36,056	0	36,056	0.00%
One Seat Ride Fees	574,025	375,785	198,240	152.75%
Go San Ramon Fees	5,732	5,000	732	114.64%
Total Paratransit Partners	2,389,125	2,385,900	3,225	100.14%
<b>TOTAL REVENUE</b>	<b>11,905,224</b>	<b>12,155,385</b>	<b>(250,161)</b>	<b>97.94%</b>
<b>EXPENSES</b>				
Wages	315,758	339,883	(24,125)	-92.90%
Fringe Benefits	220,592	239,253	(18,661)	-92.20%
Total Wages & Benefits	536,350	579,136	(42,786)	-92.61%
Services	144,079	225,000	(80,921)	-64.04%
Materials and Supplies	6,215	4,000	2,215	-155.38%
Utilities	61,466	60,000	1,466	-102.44%
Insurance	16,582	18,173	(1,591)	-91.25%
Miscellaneous	3,216	10,000	(6,784)	-32.16%
Purchased Transportation				
Purchased Transportation	8,748,191	8,873,176	(124,985)	-98.59%
Total Other Operating (non-wages)	8,979,749	9,190,349	(210,600)	-97.71%
Purchased Transp - Partners				
Purchased Transp - Partners	2,389,125	2,385,900	3,225	-100.14%
<b>TOTAL EXPENSES</b>	<b>11,905,224</b>	<b>12,155,385</b>	<b>(250,161)</b>	<b>-97.94%</b>
Excess Revenue Over (Under) Expenditures	0	0	0	0.00%

## County Connection Statistical Comparisons

For Year to Date Through 06/30/2025

	Actual FY 2025 through Q4	Actual FY 2024 through Q4	Variance FY 2025 to FY 2024	Actual FY 2023 through Q4	Variance FY 2025 to FY 2023
<b>Fixed Route</b>					
Fares & Fare Replacements	\$ 3,790,282	\$ 3,497,596	8.4%	\$ 3,324,049	14.0%
Operating Exp (Less leases)	\$ 38,159,521	\$ 36,725,505	3.9%	\$ 33,589,180	13.6%
<b>Farebox recovery ratio</b>	<b>9.9%</b>	<b>9.5%</b>		<b>9.9%</b>	
Revenue Hours	191,385	186,787	2.5%	189,474	1.0%
<b>Cost per Rev Hour</b>	<b>\$ 199.39</b>	<b>\$ 196.62</b>		<b>\$ 177.28</b>	
Passengers	2,727,607	2,633,223	3.6%	2,424,578	12.5%
<b>Cost per Passenger</b>	<b>\$ 13.99</b>	<b>\$ 13.95</b>		<b>\$ 13.85</b>	
<b>Passengers per Rev Hr</b>	<b>14.25</b>	<b>14.10</b>		<b>12.80</b>	
<b>Paratransit</b>					
Fares	\$ 802,269	\$ 490,658	63.5%	\$ 359,247	123.3%
Operating Exp (Less Partners)	\$ 11,905,224	\$ 8,282,839	43.7%	\$ 6,571,936	81.2%
<b>Farebox recovery ratio</b>	<b>6.7%</b>	<b>5.9%</b>		<b>5.5%</b>	
Revenue Hours	64,709	69,689	-7.1%	47,690	35.7%
<b>Cost per Rev Hour</b>	<b>\$ 183.98</b>	<b>\$ 118.85</b>		<b>\$ 137.81</b>	
Passengers	99,675	95,341	4.5%	93,702	6.4%
<b>Cost per Passenger</b>	<b>\$ 119.44</b>	<b>\$ 86.88</b>		<b>\$ 70.14</b>	
<b>Passengers per Rev Hr</b>	<b>1.54</b>	<b>1.37</b>		<b>1.96</b>	